

**Personnel Cabinet  
Evaluator Acknowledgement Form  
Employee Performance Evaluation System**

**I hereby certify that I have reviewed the information for the employee performance evaluation system provided.**

**I acknowledge my responsibility to ensure compliance with the following:**

- As an evaluator, I am required to complete the mandatory employee performance evaluation system training offered or approved by the Personnel Cabinet prior to completing performance planning, interim reviews and annual evaluations of employees.
- Performance evaluations shall be completed on all full-time classified merit employees who:
  - hold status as of January 1 of the performance year, and
  - have remained in continuous merit status throughout the performance year (January 1 through December 31).

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**Performance Planning:**

- As an evaluator (supervisor), I shall establish a performance plan that is consistent with the employee's position description (PD) and consists of duties in each of the four (4) established categories, expectations that follow the SMART criteria and accurate distribution of the required 100 points.
- I shall establish the performance plan after consultation with the employee and will meet with the employee to discuss the performance plan no later than January 31 after the start of the performance period.
- If the employee's position or job title changes, as an evaluator, I must establish a new performance plan no later than thirty (30) calendar days after the effective date of the change.
- Modification of the performance plan may occur during the performance year. Changes to the plan must be consistent with the employee's position description (PD) and must be initialed and dated by the employee and evaluator.

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**Interim Reviews:**

- Interim review meetings are required three (3) times during the performance year - May, September and January of the following year.
- Interim reviews shall not contain a rating and should include examples of the employee's performance in each of the established categories.
- Interim reviews shall document performance to justify the annual performance rating.

- The employee has the right to attach comments within five (5) days following the interim review meeting.
- A plan for improving performance may be developed for categories which are below expectations.

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Annual Performance Evaluation:

- The first line supervisor at the time the evaluation is due is responsible for evaluating the employee granted they have supervised the employee sixty (60) calendar days during the performance year.
- The employee and I shall meet no later than January 31 after the end of the annual performance period ends to discuss the performance ratings.
- As an evaluator, I shall present and explain all documentation relevant to an employee's performance evaluation.
  - Discuss both the positive and negative aspects of performance.
  - Elicit the employee's opinions and concerns.
  - Discuss measures to improve or enhance performance.
- Duties within each category shall be rated on a scale of one (1) to five (5), with five (5) representing greatly exceeds expectations.
- The overall performance rating shall be: Outstanding, Highly effective, Good, Needs Improvement or Unacceptable.
- Should an employee receive the highest possible overall rating of "Outstanding", they shall receive the equivalent of two (2) workdays of annual leave, not to exceed sixteen (16) hours of annual leave.
- Should an employee receive the second highest possible overall rating of "Highly Effective", they shall receive the equivalent of one (1) workday of annual leave, not to exceed eight (8) hours of annual leave.
- Should an employee receive an overall rating of "Unacceptable", the agency shall:
  - Demote the employee to a position commensurate with their skills and abilities, or
  - Terminate the employee.
- If an employee receives an overall rating of "Unacceptable" and checks the "Agree with performance evaluation" or "Disagree with performance evaluation but accept" box in the Employee Response section, the evaluator should clearly inform the employee that they will be demoted or terminated and advise them of their right to request reconsideration.

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Reconsideration Process:

- An employee may appeal unresolved disagreements on ratings or any aspect of the evaluation through the reconsideration process established in regulation.

- Within five (5) working days of a performance evaluation, an employee may request initial reconsideration.
- If the employee refuses to sign the evaluation form, the evaluation shall not be eligible for reconsideration.
- The employee may appeal overall ratings of “Needs Improvement” and/or “Unacceptable” to the Personnel Board upon exhausting the internal reconsideration process.

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Agency Evaluation Liaison:

- Each cabinet/agency has an agency liaison to provide guidance on the employee performance evaluation system.

I have read and understand the above. I understand this form will be maintained in my performance evaluation file.

Employee's Soc Sec/PERNR#: \_\_\_\_\_

Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*(Signature Must Be In Red Ink Unless Electronically Signed)*

Employee's Printed Name: \_\_\_\_\_

Cabinet: \_\_\_\_\_ Department: \_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*(Signature Must Be In Red Ink Unless Electronically Signed)*